



ARIZONA BOARD OF APPRAISAL

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FINAL MINUTES APPLICATION REVIEW COMMITTEE MEETING Thursday, January 17, 2013 8:30 AM

Call to Order and Roll Call

Meeting called to order by James Heaslet, Application Review Committee Chair at 8:45 AM

Committee members present at roll call:

James Heaslet

Mike Petrus

Staff Attendance:

Jeanne Galvin – Assistant Attorney General

Debra Rudd -- Executive Director

Amanda Benally – Staff

Jessica Sapio - Staff

Renewal Application 20896 – Hugo E. Dittfach, III

Mr. Dittfach appeared before the Committee to discuss why he answered “yes” to the question on the renewal application regarding his complaint history. He explained that he had been sued and the suit was settled earlier in the year. He had turned in his application more than 30-days prior to his license expiration. Due to the deadline for the December Committee meeting, this matter was not heard at the meeting. The certificate was renewed prior to its expiration at the end of December. The Committee was informed that it could make a recommendation to the full Board to open a complaint for failing to disclose in a timely manner per Arizona Administrative Code R4-46-304 (B) which requires appraisers to disclose this type of case within 20 days of the settlement. James Heaslet made the motion to take no further action as this certificate had already been renewed. The Committee by consensus took no further action.

Regarding the matter of renewal of Certified General #30731 – Patricia Thoms

Discussion ensued regarding the possible actions that the Committee wanted to take after Ms. Thoms submitted the final resolution regarding the pending litigation that she reported at the time of her renewal. After the Assistant Attorney reviewed the case and advised the Committee, the Committee by consensus took no further action.

Regarding the request by Certified Residential #21085 – Michael Woodhead

Mr. Woodhead requested that he take the 7-hour USPAP online due to a medical condition. After discussion, James Heaslet made the motion to recommend approval for Mr. Woodhead to take this class online. Mike Petrus seconded the motion, and they unanimously approved the motion. James Heaslet made a motion to go into Executive Session to receive legal advice from the attorney regarding this matter. Upon returning to the open meeting, the Committee Mike Petrus made a motion to allow the education to be taken online for this appraiser due to his medical condition. James Heaslet seconded the motion. The motion was unanimously approved.

The December 14, 2012 minutes were approved after Joe Stroud joined the Committee

meeting. At the December Committee meeting, members Mike Petrus and Frank Ugenti were unable to attend. Joe Stroud was appointed to sit on this Committee to assist with obtaining a quorum. To approve the minutes of that meeting, Mr. Stroud was once again asked to sit in this Committee meeting. The minutes were approved by James Heaslet and Joe Stroud, with Mike Petrus abstaining from the vote. Mr. Stroud left the meeting.

The Committee went off the record to review the files. After reviewing the files, James Heaslet made a motion to recommend to the full Board approval of all items under III, IV, V and VI. The motion was seconded by Mike Petrus, and unanimously approved.

Adjournment

The meeting was adjourned.

James Heaslet, Application Review Committee Chairperson

AGENDA
COMMITTEE ON APPLICATION REVIEW
January 17, 2013
8:30 A.M.

The Committee may go into Executive Session, which will not be open to the public, for the purposes of obtaining legal advice from the Board's attorney on any matters listed below or to consider confidential material pursuant to A.R.S. § 38-431.03 (A)(3) and A.R.S. § 38-431-03(A)(2), respectively.

I. Call to Order and Roll Call

II. Other Business

A. Report on number of Arizona Appraisers and Property Tax Agents:

| | <u>1/2011</u> | <u>1/2012</u> | <u>1/2013</u> |
|------------------------|----------------------|----------------------|----------------------|
| Licensed Residential | 486 | 358 | 287 |
| Certified Residential | 1183 | 1169 | 1124 |
| Certified General | 805 | 793 | 773 |
| December Totals | 2474 | 2320 | 2184 |
| Nonresident Temporary | 60 | 79 | 64 |
| Property Tax Agents | 353 | 362 | 365 |

B. Approval of the December 14, 2012 minutes.

C. Discussion, Consideration and Possible Action Regarding:

1. Amendments to the Board in reference to the upcoming AQB changes.
2. Patricia Thoms, Certified General, #30731, is submitting the final resolution that concerns pending litigation submitted with her renewal.
3. Michael Woodhead, Certified Residential, #21085, is requesting the Board to allow him to take an Online USPAP course due to medical reasons.

III. Renewal Applications

- A. 20896 Hugo E. Dittfach III
- B. 31045 Jeffrey P. Wright, Jr.

IV. Applications Reviewed for the First Time

A. Certified Residential by exam unless otherwise noted

AR11610 Ki Sung Kim

V. Applications for License/Certificate Already Issued

A. Reciprocity

31929 Colby A. Brockman

B. Nonresident Temporary

TP41400 Anne R. Lloyd-Jones

TP41401 Elizabeth A. Knight

TP41404 Erik G. Hector

TP41405 Clay M. Dodd*

VI. AMC Applications

208 Miller & Associates Real Estate Appraisal

209 Diamond Appraisal Management Executives, LLC

210 EvaluExpress, Inc

VII. Adjournment

Copies of this agenda and additional information regarding any of the items listed above may be obtained 24 hours prior to the scheduled meeting from the Arizona Board of Appraisal, 1400 W. Washington, Suite 360, Phoenix, Arizona, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. Telephone (602) 542-1558. If a disabled person needs any type of accommodation, please notify the Board's ADA Compliance Coordinator, Rebecca Loar, as soon as possible prior to the meeting at (602) 542-1595.